

**Statewide Interoperability Executive Committee (SIEC)
Summary of Minutes - Regular Public Meeting**

Tuesday, August 16, 2011 - 10:00 AM – 12:00 PM

DRAFT – Not Yet Approved by the SIEC

SIEC Members Present

- Mark Venuti, Director, Guardian Medical Transport (Co-Chair)
- Jesse Cooper, Communications IT Project Manager, Phoenix Police Department
- Pete Weaver, Director, Maricopa County Department of Emergency Management

SIEC Members Absent

- Paul Wilson, Captain, Pima County Sheriff's Office (Co-Chair)
- Scott Tillman, Wireless Systems Engineer, Arizona Department of Public Safety

Public Safety Interoperable Communications (PSIC) Office Attendees:

- Lisa Meyerson, Arizona Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications (PSIC) Office
- Justin Turner, PSIC Operations Manager
- Michael Todd, Regional Interoperability Manager
- Suesan Nordman, Project Manager
- Michael Britt, Project Manager
- Andrew Clark, Project Manager

Additional Meeting Presenters

- Brian Craig, Omaha Police Department, Emergency Response Unit
- Della Kemp, State Training Coordinator, AZ Division of Emergency Management
- Jeremy Knoll, Wireless Systems Maintenance Supervisor, Wireless Systems Bureau, DPS

21 interested parties and members of the public were also present either in person or on the web conference.

Call to Order

The meeting was called to order at 10:01 AM by Mark Venuti, Co-Chair. Roll call was taken as noted above, and a quorum was declared present.

Approval of Meeting Minutes: June 21, 2011 SIEC Public Meeting

Action Item

Mr. Jesse Cooper noted that Mike Worrell's name was spelled incorrectly. The motion was unanimously carried.

Motion: Pete Weaver made a motion to approve the March minutes with the change noted by Jesse Cooper.

Second: Jesse Cooper

AIRS Narrowbanding Status and Impact on AIRS AZ

Information Item

Presenter: Jeremy Knoll, Wireless Systems Maintenance Supervisor, Wireless Systems Bureau, DPS

Mr. Jeremy Knoll briefed the Committee on the Status of the AIRS Narrowbanding project. The Department of Public Safety (DPS) last updated the SIEC on AIRS narrowbanding on October 19, 2010. DPS began narrowbanding AIRS suites at the end of June. As of August 9th, 83% of AIRS suites had been narrowbanded, with just nine sites remaining.

Mr. Knoll also briefed the Committee on a number of issues presented by AIRSAZ:

- Black Metal – AIRSAZ removed to support shared AIRS regions; AIRS2 and AIRS4 supported from a single tower
- Mohave – persistent interference issues across multiple towers
- Wallow & Monument fires - crosstalk issues due to sharing of the same CTCSS tone.

Due to the above issues, DPS made the decision to disable AIRSAZ as each site has been narrowbanded. The nature of AIRSAZ has been causing too many interference issues for DPS to continue to support.

Mr. Mark Venuti stated at the previous meeting the SIEC took the position that they wanted to keep AIRSAZ, although the interference issues were not brought up at that time. Mr. Venuti expressed concern that the SIEC was not given notice about the change and that users were not informed. Mr. Venuti acknowledged that these frequencies are licensed by DPS and they have authority to make changes to these sites. However, Mr. Venuti felt the SIEC should not be asked to state an opinion if they are not going to be informed ahead of time. The SIEC would like advance notice on anything that impacts the AIRS SOP so that the SIEC can let AIRS users know about pending changes. Mr. Venuti then asked the Committee for their thoughts.

Mr. Cooper stated that AIRSAZ has not been functional in Maricopa County, so it has not been relied on and the change will have less of an impact.

Mr. Venuti expressed concern that there has been training on the use of AIRSAZ that training will now have to be updated and that radios will now need to be reprogrammed. Mr. Venuti then asked if there were any questions from the audience.

Mr. Bob Hollister asked is there had been any consideration given to adding a receive CTCSS tone to alleviate any interference / crosstalk issues. Mr. Hollister felt this might have addressed the issues experienced during the Wallow and Monument fires. Mr. Knoll stated that DPS is open to feedback and willing to look at the engineering to see if that will work.

Mr. Everett Wittig stated the City of Bisbee and a couple of the dispatch centers only have AIRSAZ programmed and not AIRS 5.

Mr. Pete Weaver commented that as agencies narrowband they will need to reprogram their radios and that reprogramming will be an ongoing task.

Arizona Interoperable Channels Plan Update and Impact on AIRS SOP

Action Items

Presenter: Michael Britt, Project Manager, PSIC Office, ASET

Recommended Updates to and possible approval of Interoperable Channels Plan

Mr. Michael Britt presented updates made to the Interoperable Channels Plan since the SIEC last approved the plan in February 2011. The working group was asked to align the Plan with the newly published NIFOG version 1.4 and make recommendations for the monitoring of the National Interoperable Channels plan. At the June SIEC meeting, the SIEC discussed changes to AIRSAZ and 8TAC95(D).

Mr. Britt reviewed each of the changes the work groups is proposing based on their discussion since June, the SIEC's feedback, and the recent changes made to AIRSAZ. Changes made to the channel plan include:

- Switched the Transmit and Receive columns so that Receive is on the left.
- Dropped VFIRE21W – so as not to “endorse” a wideband frequency.
- Removed AIRSAZ from all bands
- Added tactical repeater pair, VTAC33 & VTAC34, to the end of the VHF list
- Added MED-5 in the UHF band as a car-to-car simplex channel
- Added SAR NFM in the VHF band
- Added a Band distinction to AIRS channel names
- Converted SIMPLEX entries to fully specify transmit frequencies and bandwidth information
- Dropped the Mesa PD portable trunked table from Appendix A and the Priority Programming Guide; however keep it in the body of the document.
- Removed the historical naming convention (NCC & SIEC) columns from the VHF and UHF tables to simplify and allow placement within the AIRS SOP (a width issue). This change was made to Appendix A (i.e. the Priority Programming Guide but not the Tables in the body of the Plan).

In addition to the above changes, the SIEC had asked the Workgroup to address monitoring of National Interoperable Channels. The Working Group recommends leaving the Channels Plan itself alone in regard to this matter but addressing it in the AIRS SOP. Finally, with VFIRE21W being dropped from position 8 of the Statewide VHF Priority Programming Guide, a recommendation was made to replace it with VMED28.

Mr. Jesse Cooper asked that a footnote be added to the 800 MHz Priority Programming Guide to indicate that the use of 8TAC95 and 8TAC95D are specific to Arizona and are not in the NIFOG.

Mr. Mark Venuti asked why the recommendation is being made to add VMED28. Mr. Michael Todd explained that to keep consistency each slot should be filled. Since there are already positions for Fire and Law, adding VMED 28 would fill the vacant slot and be a good fit since it is a National Interoperability Channel. Mr. Bob Hollister stated that there had been previous discussions about leaving position 8 blank so that it can be used for a local interoperability channel. Mr. Todd explained that if users include a local interoperability channel, but then use those channels in other areas they would be exceeding their license contour. Mr. Cooper agreed that adding VMED28 made sense.

Motion: Jesse Cooper made a motion to approve the Arizona Interoperable Channels Plan with the footnote change noted by Jesse Cooper and the addition of VMED28 to position 8 of the Statewide VHF Priority Programming Guide.

Second: Pete Weaver

The motion was unanimously carried.

Recommended Updates to and possible approval of Revised AIRS SOP

Mr. Michael Britt presented the following workgroup recommendations for revising the AIRS SOP:

- Changing Section 2.3.4 to read, “Communications centers are also encouraged to monitor the National Interoperable Calling Channel aligned with their primary operating frequency (either VCALL10, UCALL40, 8CALL90 or 7CALL50).”
- Updating the AIRS Regional Monitoring Assignments (Appendix A.13) to reflect new sites and monitoring assignments.
- Adding language to encourage programming AIRS and the NIFOG channels in the same segment where possible

Mr. Jesse Cooper noted page 25 still lists Oatman as AIRS3, and due to the CTCSS tone change Oatman should be moved up under AIRS1.

Mr. Pete Weaver noted that there was a merge reference error on page 5. Mr. Turner apologized for the error which was caused by the recent PSIC Office move to new servers. The correct reference will be inserted.

Motion: Jesse Cooper made a motion to approve the Revised AIRS SOP with the noted changes.

Second: Pete Weaver

The motion was unanimously carried.

Mr. Venuti stated that in light of the changes to the Channel Plan and the AIRS SOP he would like to read the e-mail from Paul Wilson regarding the SIEC’s role in approving channel changes to the AIRS system. The e-mail was a recommended motion to acknowledge that DPS and the 800 MHz Regional Planning Committee each have a role in managing aspects of the channels used by AIRS; and that the SIEC would not make decisions regarding channel assignments, AIRS suite technology design or configuration, or authorization of AIRS Memorandums of Understanding. The e-mail further requests that DPS report any actions it might take to the PSIC Office and the SIEC prior to making any changes so that policies and training can be updated appropriately and communicated in a timely manner to end users.

Ms. Meyerson stated that the PSIC Office would like to discuss these changes with the Interoperable Channels Workgroup, DPS and the 800 MHz Regional Planning Committee prior to any decisions being made. Ms. Meyerson agreed the concept is good and the PSIC Office will begin working on a recommendation.

Communications Unit Training Program Update

Information and Discussion Items

- ADEM NIMS ICS All-Hazards Position Specific Training
- COML Training Survey & Schedule

Action Item

- Recommended update to and possible approval of AZ Communications Unit Training Coordination Procedure

Della Kemp, State Training Coordinator, AZ Division of Emergency Management

Suesan Nordman, Project Manager, PSIC Office, ASET

ADEM NIMS ICS All-Hazards Position Specific Training

Ms. Della Kemp discussed the NIMS ICS All-Hazards Position Specific Training program administered by the Arizona Division of Emergency Management (ADEM). She reviewed policies and procedures developed by the Federal Emergency Management Agency (FEMA) Emergency Management Institute (EMI) for delivering the fifteen courses included in the program.

COML Training Survey & Schedule

Ms. Suesan Nordman discussed updates to the Department of Homeland Security (DHS) All-Hazards COML training standard operating procedures and scheduling of future COML training classes, in part based on responses to the COML Training Interest Survey that was conducted in July.

Recommended update to and possible approval of AZ Communications Unit Training Coordination Procedure

Ms. Nordman presented the revised draft of the Communications Unit Training Procedure for review by the Committee. The procedure serves as a guide for offering consistent and timely delivery of Communications Unit Training Courses statewide to qualified individuals and documents the process that the PSIC Office and ADEM will follow when agencies interested in hosting Communications Unit related trainings request a delivery of an approved course. Ms. Nordman provided the committee with background on the procedure and a detailed review of recommended revisions to the procedure, which was originally approved at the March 15, 2011 meeting. Due to additional changes that need to be made to conform Arizona's procedure to changes in federal procedure, the Arizona Communications Unit Training Procedure was not presented for approval.

Mr. Pete Weaver thanked ADEM and PSIC for working together related to interoperable communications trainings. Mr. Weaver stated that this has been the vision all along to develop consistency among training procedures. Mr. Dan Wills stated that Arizona is one of only two states where the SWIC and STO work together and expressed his appreciation for the work the two groups are doing.

Communications Unit Program Documentation

- Recommended Updates to and possible approval of COML Recognition Procedure
- Recommended Updates to and possible approval of NIMS-CU Workgroup Policies & Procedures

Action Items

Presenter: Suesan Nordman, Project Manager, PSIC Office, ASET

Ms. Nordman presented updates to the Communications Unit Recognition Program, which included a brief overview of the background of the Arizona Regional All-Hazards COML Recognition Procedure and the NIMS Communications Unit Workgroup Policies and Procedures Related to the Arizona Regional All-Hazards COML Recognition Program ("NIMS-CU Workgroup Policies and Procedures"). Ms. Nordman described the Workgroup's annual Organizational Meeting, which was held on June 30, 2011, where the members reviewed and revised their policies and procedures to better define the scope of the recognition program. Ms. Nordman reviewed the recommended revisions to both procedures, including changes to the title of each document, and she gave an overview of the application and Taskbook review process outlined in the NIMS-CU Workgroup Policies and Procedures.

Motion: Jesse Cooper made a motion to approve the Arizona All-Hazards COML Recognition Procedure.

Second: Pete Weaver

The motion was unanimously carried.

Mr. Mark Venuti recommended that a definition for Certifying Official be added to the definitions section of the NIMS-CU Workgroup Policies & Procedures. Following discussion, the Committee came to the consensus that “Certifying Official” refers to an Agency’s executive or the Agency executive’s designee.

Motion: Pete Weaver made a motion to approve the NIMS-CU Workgroup Policies & Procedures.

Second: Jesse Cooper

The motion was unanimously carried.

Mr. Jesse Cooper thanked Ms. Suesan Nordman and the NIMS-CU Workgroup for all of their work in updating the procedures.

Approved Policies and Procedures - Update to Reflect the PSIC Office Transition to ADOA

Action Item

Presenter: Justin Turner, PSIC Operations Manager

Mr. Justin Turner updated the Committee on the recent PSIC Office Transition to the Arizona Department of Administration (ADOA). Governor Brewer signed into law the FY 2012 budget for the year beginning July 1, 2011 on April 6, 2011. The Consolidation Budget Reconciliation Bill (Laws 2011, Chapter 27) eliminates the Government Information Technology Agency (GITA) and transfers the functions of the agency to ADOA beginning in FY 2012. On July 1, 2011, the functions of GITA were transferred to the Arizona Strategic Enterprise Technology (ASET) Office within ADOA.

The PSIC Office proposed that all policies, standards, procedures and other official actions of the SIEC and their work groups be amended to reflect the new name, address, website and e-mail addresses for the PSIC Office.

Motion: Jesse Cooper made a motion to approve the Revision to Approved Policies and Procedures

Second: Pete Weaver

The motion was unanimously carried.

Interoperable Communications & the College World Series

Information & Discussion Item

Presenter: Brian Craig, Omaha Police Department, Emergency Response Unit

Officer Brian Craig with the Omaha Police Department Emergency Response Unit updated the Committee on interoperable communications during the College World Series. Officer Craig’s presentation discussed many of the challenges faced with managing such a large event, including many of the potential hazards responding units were prepared for. The presentation also covered the solutions put in place to manage the event and reviewed the prepared communications plan. Finally, Officer Craig discussed his involvement with NECP Goal One observations and his experiences as an observer for the Mohave County NECP Goal Two observation.

PSIC Office – Multiple Project Updates & Plan for Next SIEC Meeting

Presenter: Justin Turner, PSIC Operations Manager

Information Item

Mr. Justin Turner reviewed the status of several projects at the PSIC Office as listed on the *PSIC Office Multiple Project Updates* handout. In particular, Mr. Turner addressed GITA’s transition into ADOA, the FY2012 PSIC Office Plan, and Graham County’s move to Plain Language. Mr. Turner also provided a brief summary of recent Goal Two assessments and the current status of AAR reports. Finally, Mr. Turner

highlighted several upcoming events, including a COMT course being planned for October in Pima County.

Call to the Public

Mr. Michael Todd informed the Committee that during the recent APCO convention, the FCC reported that certain Sylvania light bulbs are causing radio interference issues. While the issue is still being investigated, practitioners are encouraged to be aware of the issue and stay informed of additional developments.

Meeting Adjournment

Motion: Pete Weaver motioned to adjourn the meeting.

Second: Jesse Cooper

The motion was unanimously carried.

Meeting Adjourned at 11:48 AM.

Pursuant to A.R.S. 38-341-01(B), minutes of the Statewide Interoperability Executive Committee are recorded by tape recorder. Taped minutes are maintained in the office of the Arizona Strategic Enterprise Technology. Public access and review of SIEC minutes are available by appointment Monday through Friday during normal business hours. Please contact the PSIC office at 364-4498 to arrange for an audio of the tape-recorded proceedings.